

## Native American Graves Protection and Repatriation Act (NAGPRA) Grant Modification Guidelines

In accordance with the Grant Agreement, grantees are required to notify the National NAGPRA Program of any budgetary or programmatic changes to the original grant agreement. Most grant modifications fall into the following categories:

- ☐ Change in Personnel
- ☐ Change in Scope of Work
- ☐ Grant extension
- ☐ Budget Modification

All grant modifications must be submitted to the National NAGPRA Program in writing. Requests for a modification will be approved in writing within 30 days of receipt as long as the grantee is in good standing. Contact Sangita Chari, National NAGPRA Grants Coordinator at (202)354-2203 or Vedet Coleman, Grants Management Specialist at (202)354-2077 or email [NAGPRA\\_Grants@nps.gov](mailto:NAGPRA_Grants@nps.gov) if you have any questions or to check on the status of your request.

Grantees must include the following information in your request for a modification:

### 1. Date of Request

### 2. Contact Information

- ☐ Grant number
- ☐ Name of grantee
- ☐ Name of contact person, mailing address, email, phone and fax
- ☐ Signature of authorized representative (can be Project director)

### 3. Type of Modification Request (budget, grant extension, etc.)

### 4. Reason for Modification Request

Provide a detailed explanation for requesting a modification. In addition, include the following information, if applicable:

- ☐ Change in Personnel – provide current employee's name, title and contact information
- ☐ Change in Scope of Work - list the current scope of work as stated in your grant agreement
- ☐ Grant Extension – provide current end date
- ☐ Budget Modification – see Budget Modification template below

### 5. Revision

Provide a detailed explanation of the modification you are requesting. If applicable, include the following:

- ☐ Change in Personnel: Provide new employee's name, title and contact information
- ☐ Change in Scope of Work: Provide the revised scope of work and list any new deliverables. *You will be expected to provide a copy of the revised deliverables in your final report.*
- ☐ Grant Extension: Provide revised End Date. Please note that grant extensions will only be given for a maximum of one year after the current end date.
- ☐ Budget Modification: Use template provided below.

### Budget Modification Template

Line Item	Original Budget <i>(use budget in grant agreement or prior budget modification)</i>	Difference (between current and revised amount)	Revised Budget <i>(total should equal the original budget)</i>
<b>Total</b>			

### Example

Line Item	Original Budget	Actual	Difference
Personnel and Fringe Benefits	\$53,062.12	\$50,720	(2,342.12)
Consultant Fees	4,202.72	6,600	2,397.23
Travel and Per Diem	1,869.68	2,086	216.32
Supplies and Materials	475.48	204.00	(271.48)
Indirect Costs	15,000	15,000	-
<b>Total</b>	<b>74,610</b>	<b>74,610</b>	

